Appendix A

SAMPLE

RESOLUTION
AUTHORIZING **(*APPLICANT AGENCY*)**
TO ENTER INTO AN AGREEMENT WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

WHEREAS, the **(*applicant agency*)** has requested the North Carolina Department of Transportation to participate in the funding of **(*brief description of project*)**; and

WHEREAS, the **(*applicant agency*)** will provide **(*percentage*)** of the cost of the above described project;

NOW THEREFORE, BE IT RESOLVED that the **(*authorized official's title*)*** is hereby authorized to enter into a contract with the Department of Transportation and execute all agreements and contracts with the North Carolina Department of Transportation, Public Transportation Division.

.....

I, **(*name and title*)*** do hereby certify that:
A motion was made by **(*name and title*)** and seconded by **(*name and title*)** for adoption of the above resolution, and upon being put to a vote was adopted at a duly held meeting of the **(*applicant agency's governing body)*** on the ____ day of _____, 20__.

the above is a true and correct copy of an excerpt for the minutes of a meeting of the**)** duly held on the _____ day of _____**,** 20_____**.**

_____
Signature of Certifying Official

***** the official authorized to enter onto agreement ***CAN NOT*** sign the resolution.